BOARD OF REGENTS
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August 15, 2003

Louisiana Technology Innovations Committee
c/o Mr. Chad McGee, Chairman
State of Louisiana
Baton Rouge, Louisiana

Dear Sirs:

The Louisiana Board of Regents, in partnership with all Louisiana universities, is submitting the attached proposal entitled LOGAN: Louisiana Online Grant Automation Network. LOGAN will provide for the complete automation of grant-related activities that includes program announcements, electronic submission of proposals, external reviews, system award notifications, report submissions, and project evaluations.

LOGAN will be an Internet/Web based system that allows clients to conduct business electronically with the Board of Regents. The purpose of LOGAN will be to enhance efficiency through the use of the World-Wide Web by facilitating transactions between the Regents and the State's colleges and universities.

I strongly endorse the LOGAN project. If you have any questions regarding the proposal, please don't hesitate to contact Michael Khonsari or myself at 225-342-4253.

Sincerely,

E. Joseph Savoie
Commissioner of Higher Education

LOUISIANA TECHNOLOGY INNOVATION FUND

I PROJECT TITLE

LOGAN: Louisiana Online Grant Automation Network

II PROJECT LEADER

Dr. Michael Khonsari
Associate Commissioner for Sponsored Programs Research and Development
Louisiana Board of Regents
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III EXECUTIVE SUMMARY

The Louisiana Board of Regents, in partnership with all Louisiana universities, is submitting this request for the creation of LOGAN, Louisiana Online Grant Automation Network, to provide for the complete automation of grant-related activities that includes program announcements, electronic submission of proposals, external reviews, system award notifications, report submissions, and project evaluations. LOGAN will be housed on Unix servers and built using Informix's Internet Foundation 2000 database. The Board of Regents is requesting $101,500 to create and implement LOGAN, which will be instrumental in creating a paperless environment. To ensure a successful launch, the implementation of LOGAN will occur in several different phases beginning in January 2004.

IV DESCRIPTION OF THE PROJECT

A. Project Narrative

The Louisiana Board of Regents (BoR) is charged with the coordination and governance of all State public colleges and universities. Members of the Louisiana Association of Independent Colleges and Universities participate on a voluntary basis in most of the BoR's constitutionally-designated responsibilities including all of the State's Experimental Program to Stimulate Competitive Research (EPSCoR) programs. The Board's Sponsored Programs section is responsible for the administration of competitively awarded projects funded with a portion of the annual proceeds derived from the Louisiana Education Quality Trust Fund. Approximately 800 proposals per year are sent to the Board of Regents from colleges and universities throughout the state, which, after a thorough peer review process, result in about 350 awards per year. Each award requires a separate contractual agreement between the Board and the participating institution. In 1999, the BoR launched an electronic reporting system, which allowed clients to submit contractually required reports electronically to the BoR. The BoR has gained significant experience of implementing the electronic reporting system and has realized many benefits of doing business electronically. As a result, the BoR has developed plans to expand the way it conducts business electronically with the creation of the Louisiana Online Grant Automation Network (LOGAN).

LOGAN will be an Internet/Web based system that allows clients to conduct business electronically with the BoR. The purpose of LOGAN will be to enhance efficiency through the use of the World-Wide Web (WWW) by facilitating transactions between the BoR and the State's colleges and universities. Individuals will sign on to the system and send/receive their transactions directly to/from the BoR. These transactions represent a wide range of activities including Award Search, Proposal Preparation, Proposal Review, Status Reports, Project Reporting, and Post-Award Notifications and Requests. LOGAN will significantly improve the exchange of information between the BoR and its client community including researchers, reviewers, research administrators, and others doing business with the agency. LOGAN will also enable the BoR to provide higher quality service to its customers and user community.

The goal of LOGAN is to streamline and redesign how BoR conducts business (processing of proposals and resulting contracts) with its clients—the Louisiana colleges and universities. The use of LOGAN will result in more efficient processing of transactions, faster BoR response to requests and proposals, and direct access by users to the information that affects their day-to-day work. The BoR's Sponsored Programs section will be the first to implement LOGAN and then it will emanate to other sections in the BoR. The Sponsored Programs section consists of the Board of Regents Support Fund (BoRSF) and the National Science Foundation's Experimental Program to Stimulate Competitive Research (EPSCoR). Both BoRSF and EPSCoR programs release requests for proposals several times a year. The BoR requests from five to twelve copies of every proposal submitted to the Sponsored Programs section (approximately 800 proposals per year). During the first year of implementation of the proposal preparation system, only one copy of each proposal will be requested and no copies will be requested in subsequent years. A direct result of the proposed system will be a significant reduction or elimination in the amount of paperwork generated and in the enormous costs incurred in shipping and handling.

LOGAN will be comprised of six separate modules linked together to form a comprehensive database. The modules—Proposal Preparation System, Peer Review System, Project Reporting System, Post-Award Notifications and Requests System, Business Transactions System, Query System—will be launched in phases to allow for adequate training and assistance of BoR customers. The Proposal Preparation System will allow users submit proposals electronically to one of the grant programs available through the Sponsored Programs section of the BoR. The user can either directly type in the information or upload a supported file format. Once the proposal is completed, notification will be sent to that organization's Sponsored Research Office (SRO) for final approval. The SRO will then submit the proposal electronically to the BoR.

After the proposal competition deadline, the BoR consults with out-of-state peer reviewers to review and rank the proposals. Each reviewer will log on to LOGAN's Peer Review System and gain access to only those proposals that person is charged with reviewing. A review of the proposal will then be electronically sent to the BoR. Once the proposals are ranked and funding levels determined, the BoR will issue contracts to the appropriate institutions. A significant cost savings would occur from the reduction in paperwork and travel expenses for reviewers.

Contractually required project reports must be submitted to the BoR at certain intervals. The researcher will log on to the Project Reporting System to submit the reports electronically to the BoR. Post-award requests (e.g., no-cost

extensions or changes in principal investigators) will be submitted by logging on to the LOGAN Post-Award Notification and Request System. After submission, the investigator will be able to track the status of the project.

The Business Transactions System will allow BoR customers to submit invoices and expenditure reports. The users will also be able to track payments, verify budgeted amounts, and submit re-budgeting requests. This feature will allow the BoR to streamline the internal budgeting and payment procedures between the BoR and the Office of Finance and Support Services. The Query System will allow all users access to statistical data, perform searches on awards, and track funding rates across the State.

LOGAN will be created using Informix's Internet Foundation 2000 database and will have an easy to use WWW interface accessible at the Sponsored Programs Sections' website at http://laregents.org. The program will be housed on two Unix servers with high security configurations and policies, including deployment of intrusion detection and prevention systems. Also procedures for keeping up-to-date with vendor patches and operating systems upgrades will be implemented. Backups of the system and data will be taken daily. An email address will be created for users to email questions and comments about LOGAN. In addition, users will also be provided assistance by calling the LOGAN technical staff at the BoR.

The BoR plans to implement LOGAN in several phases beginning with the Project Reporting System in January 2004. Meetings will be held statewide to announce the creation of LOGAN and train customers. All Louisiana colleges and universities will be asked to beta test the system and provide the BoR with feedback. During the first year of implementation, use of the electronic system will be strongly encouraged but not mandatory. In subsequent years the system will become mandatory.

There are five categories of users who will be able to access LOGAN: the researchers, research administrators, proposed reviewers, business offices, and the public or other State agencies. Refer to the table below for the types of users associated with the different systems.

System Module:	**Users:**
Proposal Preparation System Project Reporting System Post-Award Notification and Request System	• Researchers • Sponsored Research Offices • BoR
Peer Review System	• Reviewers • BoR
Business Transactions System	• Business Offices • Sponsored Research Offices • BoR
Query System	• Researchers • Sponsored Research Offices • BoR • Public/State Agencies

Anticipated outcomes of the LOGAN paperless grant processing system are:

- A reduction of time and administrative burden on researchers and administrators at Louisiana colleges and universities, while increasing productivity and efficiency.
- A reduction in paperwork, shipping and handling charges, and travel expenses.
- Increased quality of service to the BoR customers.
- The ability to: assess the success of the awards made by the BoR in accomplishing programmatic goals; determine the impact of programs on the State's research infrastructure; respond quickly and responsibly to requests for information by local, State, and federal entities; and serve as an administrative tool.

LOGAN will revolutionalize the way the BoR conducts business with its clients. It will significantly improve the exchange of information between the BoR and the community it serves, enhance communications, improve record management and access to proposal data. The use of LOGAN will result in more efficient processing of transactions, faster BoR response to requests, and direct access by users to the information that affects their day-to-day work.

B. Use of Innovative Technology

The innovative use of LOGAN will help more the BoR to a paperless, more efficient environment. Doing business with the BoR will be simpler, faster, more accurate, and less expensive. LOGAN is modeled after the National Science Foundation's (NSF) FastLane system, which was recognized by the National Information Infrastructure Awards as an extraordinary achievement on the information superhighway, including innovative uses of the Internet and related communications technologies. FastLane's purpose is to experiment with ways to use the WWW to facilitate business transactions and exchange information between the NSF and its user community.

The use of LOGAN will result in more efficient processing of transactions, faster BoR response to requests, and direct access by users to the information that affects their day-to-day work. LOGAN will be composed of six individual modules linked together to form a large, relational database. All modules will be designed with a "smart form" that uses information already available in the existing BoR database in order to minimize the time and effort required to complete transactions and the amount of redundant information collected during proposal submission. Internal BoR systems will also be designed to accept data entered directly from LOGAN, thereby improving data quality and the productivity, timeliness, and effectiveness of the proposal and review system.

Currently, the BoR processes approximately 800 proposals per year. Each original proposal (approximately 50-200 pages) must be submitted via the U.S. Post Office or hand delivered to the Sponsored Programs Section with any where from five to twelve copies, depending on the number of reviewers for that particular program. BoR staff then re-types the information contained on the cover page of every proposal into a database so proposal numbers can be assigned, reviewers selected, and proposals tracked. Once out-of-state reviewers are located, the proposal copies must be packaged and mailed to the appropriate reviewers. LOGAN will make this process all electronic and paperless, thus saving the Louisiana institutions and the BoR significant time and costs.

C. Multi-agency Application or Portability to Other Agencies

LOGAN can be used by any grant awarding agencies and organizations. The database code will be available on request. The requesting organization will be responsible for tailoring the forms and validations to individual specifications; the LOGAN staff will be available for technical assistance.

In addition, any agency or business/industry can log onto LOGAN's Query system and gain access to award abstracts, names of researchers, participating institutions and other pertinent information. Interested agencies will be able to perform searches based on a keyword for all proposals awarded in that area. They will be able to gain access to award abstracts and contact information for the PI conducting the research. For example, if the Department of Natural Resources (DNR) would like to collaborate with researchers in the area of coastal research, representatives can search LOGAN and view all funded projects within that area. As a result, the Query System can eliminate duplication of funding for projects and serve as a catalyst for inter-agency collaborations.

D. Benchmarking Partners and/or Best Practice References

Initiated in 1994, the National Science Foundation successfully launched FastLane (http://www.fastlane.nsf.gov), a grant automation system that provides a quick, secure, paperless record and transaction mechanism for all NSF awards. The FastLane modules will be the Best Practice Reference for LOGAN.

LOGAN will be implemented similarly to FastLane. The BoR will inform its customers about the creation of LOGAN with projected release dates. Pilot programs for each module will include a set of users from Louisiana colleges and universities. Feedback mechanisms will be provided to the testers of the system in order to ensure that the program is user-friendly and error-free. After a successful pilot, the modules will be released for public use.

E. Long-range Planning

The BoR's long range planning and technical direction are to implement technologies that will allow the BoR to communicate more effectively and efficiently with its customers. LOGAN will be an integral part of the BoR, serving to significantly improve the exchange of information between the BoR and its client community, provide higher quality service to its customers and user community, and improve record management and access to proposal data.

F. Performance Goal

Performance goals for LOGAN are listed below.

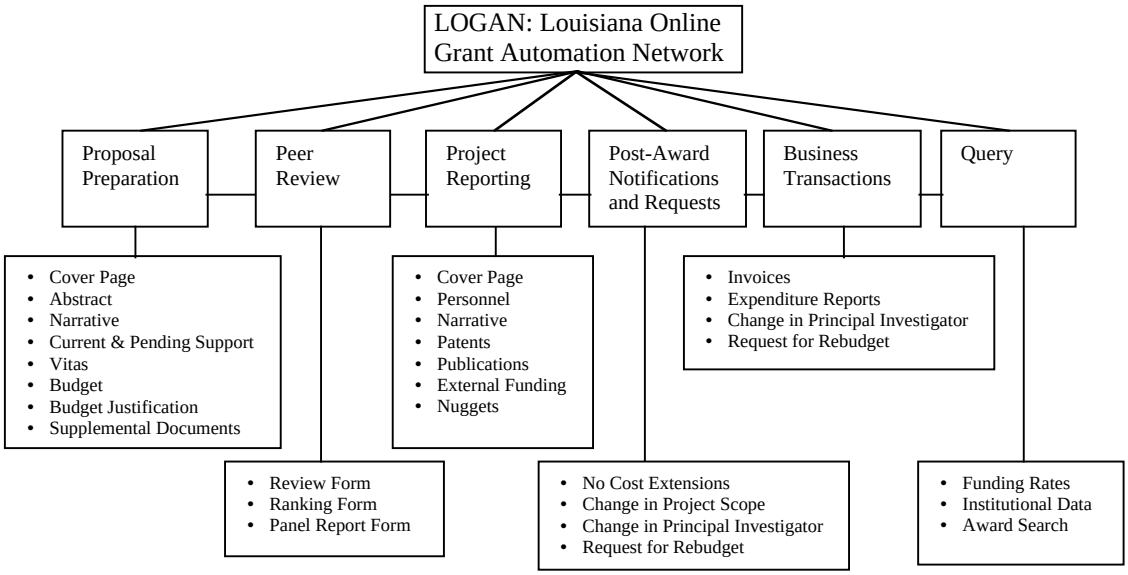
Indicator:	2003	2004	2005	2006	2007
Purchase Servers and Software					
Design and Pilot the Project Reporting System, January 2004					
Design and Pilot the Proposal Preparation System and Peer Review System May 2004					
Implement Complete Project Reporting System, June 2004					
Implement Completed Proposal Preparation System and Peer Review System, August 2004					
Design and Pilot the Business Transactions System, December 2004					
Implement Complete Business Transactions System, February 2004					
Design and Pilot the Post-Award Notification and Request System, May 2005					
Implement Complete Post-Award Notification and Request System, August 2005					

Transition period where hard copies of information will be accepted.

All customers will be required to use LOGAN

G. Technical Approach

1. Technical description.



LOGAN will be composed of six individual modules linked together to form a large, relational database. All modules will be designed with a "smart form" that uses information already available in the BoR database in order to minimize the time and effort required to complete transactions and the amount of redundant information collected during proposal submission and project reporting. Internal BoR systems will also be designed to accept data entered directly from LOGAN, thereby improving data quality and the productivity, timeliness, and effectiveness of the proposal submission and review system.

The principal investigator (PI) can prepare all required BoR standard proposal forms using the Proposal Preparation module. Since LOGAN will have smart forms capability that pulls in all individual and organizational information already available in the BoR database, it will minimize the amount of information that must be typed in. When the proposal is completed, the PI clicks on the "Allow SRO Access" button. The Sponsored Research Office (SRO) then submits the proposal after putting it through the organization's regular approval process. LOGAN will provide checks for completeness and other information edits. All forms may be viewed and printed prior to submission. The PI will also be able to check the status of the proposal submitted, including the name of a BoR staff member to contact for questions.

Reviews of BoR proposals can submit ratings and comments using the Peer Review module. The reviewer uses a special PIN to access a template that can be used to "copy and paste" reviewer comments and to record other required information. If the review process involves an interactive panel of reviewers, a function will be developed to allow panelists to prepare and share the reviews for the group of proposals assigned to their panel.

The BoR requires the periodic submission of reports during the lifetime of the award. The PI will log onto LOGAN's Project Reporting module to create and submit the report using a template. The information can be prepared with a word processor to copy and paste the information or the PI can upload a file in one of numerous supported file formats. During the award period, if the PI needs to request any changes, he can use the Notification and Request system. Standard BoR request forms can be filled out and sent to the SRO for approval then forwarded to the BoR. At anytime, the PI can check the status of the request.

The Business Transaction module of LOGAN allows the business offices and the SROs at the organization to electronically conduct business with the BoR. This module will have templates for invoices and expenditure reports. The LOGAN staff will work with institutions to create a crosswalk to exchange data electronically with existing financial systems.

LOGAN will have an integrated Query module. This module will allow any user to query the system to gain access to public information such as award history, award abstracts, and funding rates. This module will also be used by BoR staff for analyses and evaluation of the BoR sponsored programs.

LOGAN will be accessed over the WWW. The modules will have an HTML interface using a combination of techniques to interface with the Informix Internet Foundation 2000 database such as C, Perl, and JAVA. The two Unix servers will have high security configurations and policies, including deployment of intrusion detection and prevention systems. These configurations will include Transmission Control Protocol (TCP) wrappers, OpenSSH in order to ensure encrypted network logins and file transfers, prevent password cracking through aging, nessus and nmap scanning, network packet sniffing, and firewalling. Also procedures for keeping up-to-date with vendor patches and operating systems upgrades will be implemented. In addition, sufficient storage will be purchased to allow disk mirroring in order to ensure the safety and continuous availability of critical data. A tape drive (dds4) for each server will perform daily backups. Use of the latest hardware will ensure that the configurations remain current, and will provide improved efficient service in terms of speed and resources, thereby improving overall utility and performance of the servers.

Every Louisiana college and university will participate in LOGAN. New organizations will be allowed to register with a written request to the BoR. Researchers can create a user account at any time. Only one account will be set up for each user. The LOGAN staff and the BoR will perform all maintenance and provide for upgrades.

2. Interoperability.

The LOGAN staff will work with any organization that would like to create crosswalks to move the data electronically from their system into LOGAN. Examples of support formats are: txt, tab delimited, comma delimited, dbf, Microsoft Excel, Oracle, and Microsoft Access. LOGAN's code will be available on written request to the BoR.

Since LOGAN's interface will be accessed via the WWW, the user does not require any additional software. LOGAN will be compatible with any machine (Unix, Windows, Macintosh), and any browser software (Internet Explorer, Netscape, AOL, etc).

3. S*calability.*

Since LOGAN will be designed as individual modules, additional modules can be added at any time. Growth will be handled by the addition of servers. The individual modules can be moved to different servers to accommodate growth. Upgrades and additional servers and user licenses will be provided for through the Board of Regents.

4. *Maintaining the System.*

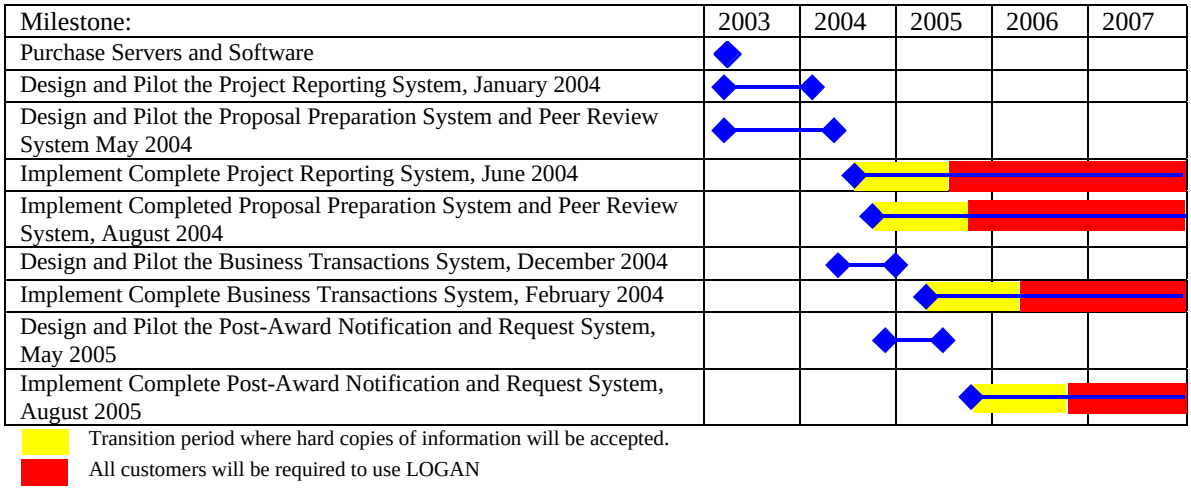
Procedures will be implemented to ensure a high level of security for the information collected, and to keep up-to-date with vendor patches, operating system upgrades, and daily backups. Changes in the modules will be based on user needs and business practices. Advances in web security will be implemented to protect data.

H. Implementation Approach

Each module will be tested as a pilot program with selected users from Louisiana colleges and universities. Successful pilots will then be implemented statewide. The Sponsored Programs section of the BoR will be the first section to test and implement the system. The State's EPSCoR Committee consists of 2 Vice Presidents, 3 Deans of science, engineering, 8 Endowed Chairs and Distinguished Professors, the Governor's Economic Development representative, and members from industry. This Committee will be used a conduit for information between the BoR and Louisiana institutions. In addition, the Committee will be instrumental in providing feedback regarding LOGAN.

Information on LOGAN will be disseminated widely through BoR publications, via the BoR Home Page, and in presentations and site visits. BoR customer survey instruments and other feedback mechanisms will be used to solicit feedback. Workshops will be conducted for hands-on training of Principal Investigators and Sponsored Research Office personnel.

There will be a transition period in which BoR customers can continue to submit hard copies of the information. The use of LOGAN will be required after the transition period ends. See timeline below.



I. Assessment of Risks

Several factors have been considered before undertaking a project of this magnitude. First was staffing concerns. To overcome this challenge, the BoR's EPSCoR program has hired a full-time programmer, a part-time programmer, and part-time consultant who will be dedicated 100% to the creation and implementation of the LOGAN project. Another factor for consideration was the database software. The BoR decided to use Informix for the creation of LOGAN because the BoR currently owns Informix and the expertise in using Informix already exists at the BoR. To address security concerns, the BoR will implement procedures to ensure LOGAN and its data are secure.

J. Integration with Existing Technologies

LOGAN will be built upon existing resource infrastructures at the BoR. LOGAN will also be using database software previously purchased by the BoR and will use existing Internet services. The LOGAN staff is well trained to implement a project of this size and has experience implementing new programs over the WWW. In 1999, the BoR implemented an electronic reporting system with a WWW interface. Training sessions were held statewide and adequate support services were implemented. The current electronic reporting system will be redesigned and integrated into LOGAN.

K. Project Budget and Costs

1. *Equipment.*

EQUIPMENT

Computers. Three computers will be purchased for testing and interfacing with LOGAN. In addition, these computers will be used in training and information workshops. Cost: $ 2,500 each.

LOGAN Servers. Two Sun Fire v880 servers will be purchased. The servers will house listserve software and Informix Internet Foundation 2000 database. The servers will be configured with 4 processors (1050 Mhz), 8GB memory, 6 hard drives (73GB each), DVD drive, external tape drive, video card and monitor. Cost: $ 35,000 each.

Printer. HP9000dn Black and White laser printer will be purchased for creating the user/training guides and documenting the LOGAN system and code. Cost: $ 4,000.

Cost Summary:

Item	Quantity	Unit Price	Total
Personal Computers	3	$ 2,500	$ 7,500
LOGAN Servers	2	$ $35,000	$ 70,000
Printer	1	$ 4,000	$ 4,000
Total			**$ 81,500**

2. *Software.*

SOFTWARE

Listserve Software. The listserve software will enable the BoR to send messages to inform users on the status of LOGAN and provide email support to the users of LOGAN. Cost $ 5,000.

Adobe Distiller Server 5.0. This software will enable users to upload a wide variety of files into LOGAN and convert them automatically to Adobe PDF format. Cost $ 15,000.

Cost Summary:

Item	Quantity	Unit Price	Total
Listserve Software	1	$ 5,000	$ 5,000
Adobe Distiller Server 5.0	1	$ 15,000	$ 15,000
Total			**$ 20,000**

3. Telecommunications.

TELECOMMUNCIATIONS
The BoR will use existing resources.

4. *Professional/Contracted Services.*

PROFESSIONAL SERVICES
All services will be performed by BoR personnel.

5. Other.

OTHER COSTS
None

V FUNDING REQUESTED

FUNDING REQUESTED

Other Sources: The BoR will use a combination of state and federal funding for salary support for the LOGAN staff, and leverage existing resources for telecommunications and database software.

Funding Category	Total Cost	Other Sources	Funding Requested
Equipment	$ 81,500	$ 0	$ 81,500
Software	$ 20,000	$ 0	$ 20,000
Telecommunications	$ 0	$ 0	$ 0
Professional Services	$ 0	$ 0	$ 0
Other	$ 0	$ 0	$ 0
Total	**$ 101,500**	**$ 0**	**$ 101,500**

VI COST/BENEFIT ANALYSIS

LOGAN will have statewide benefits by streamlining and redesigning how the BoR conducts business with its clients—Louisiana colleges and universities. The use of LOGAN will provide:

1. A reduction of time and administrative burden on researchers and administrators at Louisiana colleges and universities, while increasing productivity and efficiency.
2. A reduction/elimination in paperwork, shipping and handling charges, travel expenses, and storage/archiving facilities.
3. Increase in quality of service to the BoR customers.
4. Improve accessibility to data currently stored in a variety of systems and documents located at multiple sites.
5. Enhancing BoR client operational functions via a centralize E-portal.
6. The ability to: assess the success of the awards made by the BoR in accomplishing programmatic goals; determine the impact of programs on the State's research infrastructure; provide prompt and accurate responses to requests from local, State, and federal entities; and simplify/accelerate administrative functions.

VII SIGNED STANDARD FORM

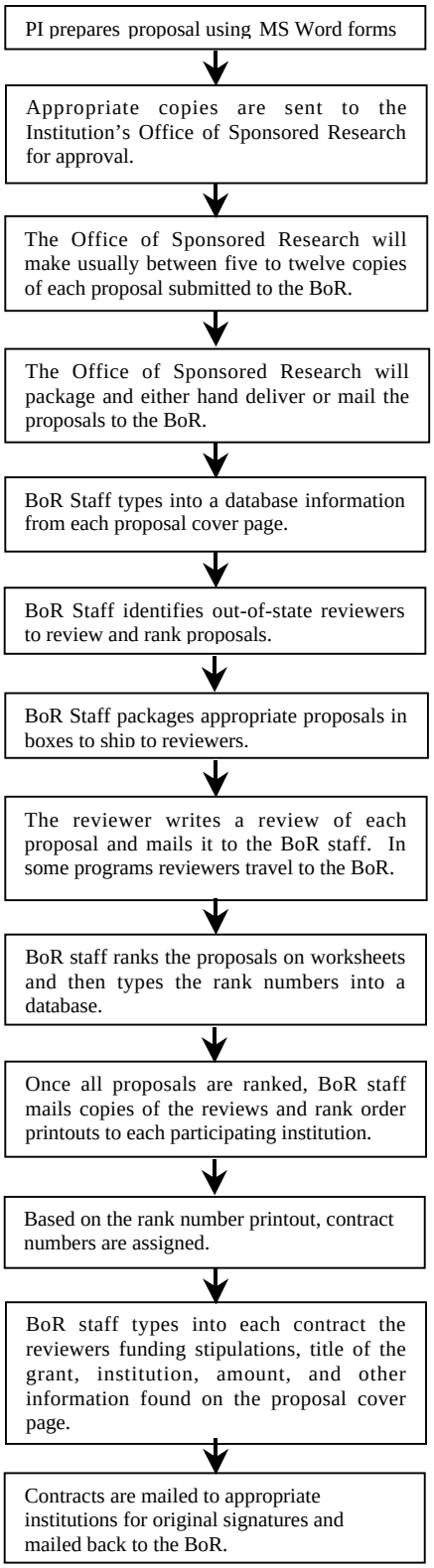
The information included in this proposal represents the best estimates of benefits, costs, and potential for innovative use of technology for the Louisiana Online Grant Automation (LOGAN) project. The Board of Regents will comply with all reporting requirements established by the Louisiana Technology Innovations Council.

_____	_____
E. Joseph Savoie, Commissioner of Higher Education	Date
_____	_____
Kerry Davidson, Deputy Commissioner of Sponsored Programs	Date
_____	_____
Michael Khonsari, Associate Commissioner for Sponsored Programs	Date

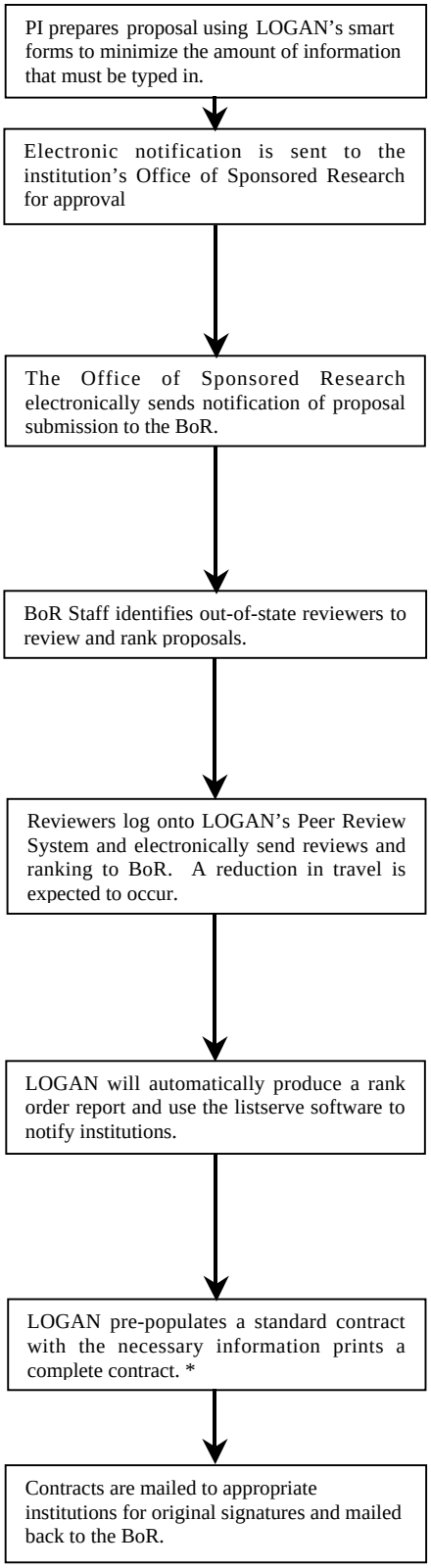
ATTACHMENTS

The illustration below represents the grant process, from proposal to awarding of the contract using the current system compared to how LOGAN will streamline the process.

Current System:



Using LOGAN:



*The BoR will enter into discussions with the Office of Contractual Review to either automate or eliminate the paper contract.

ATTACHMENT I - FISCAL NOTE PAGE 1

This Fiscal Note not only applies to the BoR but also to Louisiana colleges and universities.

	Expenditure Increase (Decrease)		
STATE COSTS	**2003-04**	**2004-05**	**2005-06**
Personal Services	**$ 0**	**0**	**0**
Operating Services	*****	*****	*****
Professional Services	**$ 0**	**0**	**0**
Other Changes	*****	*****	*****
Equipment	**$101,500**	**0**	**0**
Total State Exp.	**$101,500***	*****	*****

	2003-04		2004-05		2005-06	
PERSONNEL (By Classification)	**No. Pos.**	**Av. Sal.**	**No. Pos.**	**Av. Sal.**	**No. Pos.**	**Av. Sal.**

There will be no changes in personnel.

MEANS OF FINANCING FOR ABOVE EXPENDITURES

FISCAL YEAR	STATE GEN. FUND	AGENCY SELF GENERATED	RESTRICTED/ OTHER (specify)	FEDERAL FUNDS	LOCAL FUNDS
2003-04	**101,500 (LTIF)**				
2004-05	**N/A**				
2005-06	**N/A**				

Narrative Explanation of Expenditure Impact

1) Implementation Costs

The expenditure increases for FY 2003-2006 total $ 101,500 for equipment and software to create and implement LOGAN. It is proposed that these expenditures be covered by the Technology Innovations Fund grant. The asterisks (*) represent a non-quantifiable cost decrease in paperwork, shipping and handling charges, travel expenses, and storage/archiving facilities. The BoR and all participating colleges and universities will share in the cost reduction.

2) Source of Funds

The software and equipment will be expended from LTIF funds. Existing resources at the BoR will provide for personnel dedicated to this project and telecommunication charges.

Revenue Increase Decrease)

FISCAL YEAR	STATE GEN. FUND	AGENCY SELF GENERATED	RESTRICTED/ OTHER (specify)	FEDERAL FUNDS	LOCAL FUNDS
2003-04					
2004-05					
2005-06					

**

Narrative Explanation of Revenue Impact

There is no revenue associated with the LOGAN project.